

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120161-6

REPORTS INVENTORY

XXXXXXXXX DDS/OL/SD-103

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)		2. TYPE OF REPORT	
DLSC Cross Reference Stock Number to Manufacture Part Number		<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/> PERSONNEL <input checked="" type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)	
2	Monthly	2	
7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Computer Print-Out	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	IF YES GIVE ADP PROCESSING NO. 403	
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)	
OCS, OL/SD/SMB/GMMS, OC/SCD/MSB			

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-10	5.23	20		104.60	12		1,255.20

## B. COSTS OF COMPUTER PRODUCED REPORTS

				42.39	24		1,017.36
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TOTAL COSTS PER YEAR

2,272.56

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is required as a reference data base for catalog and identification action.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
		STAT	
16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION	
5 Oct 1970	Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120161-6	<input type="checkbox"/>	

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(22-36-43)